

**Executive Host Information 2005  
Placement Week November 15-19, 2004**

Office Name: NOS, Assistant Administrator's Office

Position Title:

How many total staff are in your immediate office / branch? (Select one option, mark with X)

1-5	
6-10	
> 10	X

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)

Yes	
No	X

Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	
No	X

**Organizational Overview**

**Mission Statement:** (Please limit to 30 words.)

To provide products, services, and information that promote safe navigation, support coastal communities, sustain marine ecosystems, and mitigate coastal hazards

**Brief Overview of Your Office's work:** (Please limit to 150 words.)

Typical Scientific/Administrative Office

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

U.S. Commission on Ocean Policy	Intergovernmental Oceanographic Commission
OCEAN.US	NOAA Ocean Council (NOS & NMFS are co-
National Oceanographic Partnership Program	chairs) Membership includes representatives
National Research Leadership Commission	from all NOAA's Line Offices

**Assignment Description.**

*It is understood that the fellow’s specific responsibilities will be tailored to his / her unique skills and interests. Please articulate probable assignments and duties and the education / professional development that these tasks will bring to the fellow.*

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Estimated DC-Area Travel: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: (Select one option, mark with X)

Yes	
No	X

Desired Background Skills: Please list. (e.g. strong written / communication skills, knowledge of Microsoft PowerPoint software, etc.).

Background in marine policy, ocean science, coastal management, or related field of study.
Will need strong written and oral communication skills, strong coordination and analysis skills,
Knowledge of Microsoft Office suite of software. Desired skills, but not required include:
Experience with Web page development, GIS software, knowledge of U. S. Commission on
Ocean Policy recommendations.

In 300 words or less, please describe the tasks, duties, or projects the fellow will undertake, the skills a fellow will gain, and the deliverables a fellow can expect to produce from completing these tasks.

The fellow’s activities will focus on, but not be limited to:

- Supporting the NOAA Ocean Council and the National Ocean Service Assistant Administrator’s office on ocean policy issues, including implementing recommendations of the U.S. Commission on Ocean Policy
- Participating in and supporting the National Ocean Service Integrated Observations Team in coordinating NOS contributions to the Integrated Ocean Observing Systems (IOOS).

The fellow will support the NOAA Ocean Council (NOC) in guiding NOAA’s diverse ocean programs and responsibilities. The fellow will collect and synthesize scientific and policy proposals involving implementation of U.S. Commission on Ocean Policy recommendations and the President’s response to the Commission. This activity requires teamwork with other NOC staff.

The fellow will assist the NOS Assistant Administrator's office on integrated ocean observing systems (IOOS) activities. This includes Participating as a member of the National Ocean Service Integrated Observations Team coordinating NOS contributions to the Integrated Ocean Observing Systems (IOOS). This new team will be providing overall coordination of essential observations-related information by program offices, line offices, councils, and NOAA. The fellow will provide additional support as requested to provide support for external committee and agency work related to ocean observations including coordination and participation with the Ocean.US office, the National Ocean Research Leadership Council (NORLC), and the Group on Earth Observations (GEO).

Deliverables associated with both projects include updating Web site content, meeting agendas, policy analysis, and presentation materials. The fellow will gain coordination and communication skills, experience with policy analysis and working in complex organization structures, and valuable knowledge and experience working with leaders from across NOAA.